

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF OCTOBER 6, 2009 MEETING

Convened: 6:30 p.m.
Present: Jeffrey Bryan
Andrew Artimovich
Jane Byrne
David Menter
George Waldron

The Board met and reviewed payroll and accounts payable. During the review of the accounts payable checks there was discussion about a payment to Liberty International. Byrne said she takes issue with the highway department sending the trucks off to places like that for a lube, oil and filter; this is stuff that we should be doing. Bryan responded that the problem with some of the newer trucks is that there are certain parts that only the truck dealer would have, particularly International; in addition, we are short-handed in that department. The Board decided they will speak with Road Agent Wayne Robinson about it later in the evening. The Selectmen signed the register. The Board reviewed and signed the recreation manifest.

Jonathan Ellis was in to present the weekly Treasurer's report.

Artimovich questioned a bill that was included in the payables for food for the fire personnel. He said he can see why we would have paid them back when they were volunteers, but now we're paying them and to eat lunch. Artimovich asked if they have a budget line item for this purpose. Stevens explained that this evening's bills for the fire department meals are being paid from their general supplies line item. Artimovich made a motion, with a second from Bryan, to send a letter of inquiry to the fire chief. Byrne said she feels it should be more than a letter of inquiry; it should put them on notice that we have no intention of paying for food and refreshment at a fire for what is now a paid fire department. Byrne said they can call the Auxiliary and they would prepare or pay for meals for the department. Artimovich explained that he could see if it was a state of emergency and all town employees could come eat. All voted in favor of a letter being sent to the fire chief.

The Selectmen reviewed the minutes of the 9/29/09 meeting. Waldron made a motion, seconded by Artimovich, to approve the minutes as written. All members voted in favor.

The Board reviewed the notes:

- The Board would like to have the Police Department evaluations available for their review prior to their 10/27 budget presentation.
- The Selectmen said the Brentwood Gathering folks can erect signs at the intersections of North Rd/Prescott, Pickpocket/Middle and Lake/South provided they come down right after the event and they work with the Highway Department to ensure they are not impeding the line of vision.
- Reminder that the Budget Committee tour is this Friday from 8am-3:30.

The Board discussed an ongoing issue with Mr. Musso. Bryan said he and Brian West of the Fire Department met with the Planning Board last week and presented them with the number of cars that were parked at the property during 9/24/09-9/30/09 and coinciding photos. On 9/24 there were 17 cars, 18 cars on 9/25, 18 cars on 9/28, 25 cars 9/29, and 19 cars on 9/30.

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Reviewing this with the Planning Board it was clear that there are a couple issues with his original site plan. There are "no parking" signs on the easterly side of the street. The pictures show that there was a truck parked right up to the "no parking" sign for 4 days straight. Menter said that the Town made that parking area for him; we took his fence down and made a place for him. Bryan said it was only a verbal agreement. Menter said he went there one day as a Selectman and walked it with Wayne Robinson and Bob Gilbert because of a drainage issue. Menter continued that as a result, Musso took the fence down and the Town put nice stone down there next to the road. Bryan said we could put tow zone signs up and tow the vehicles off of the road as it was not part of his original site plan approval to have vehicles parked along the road. Waldron said it is a safety issue, particularly with the fire department's close proximity. Bryan made a motion to have the police department check license plates on the east side of the road daily for the next 2 weeks because Musso's last argument with the planning board was that these are all family vehicles and this would allow us to verify that. Artimovich said that under the new Driver's Privacy Act plates can only be run by the Police Department for a law enforcement purpose so we may want to check with the Chief. Bryan said he's not necessarily asking that they be run, only checked and logged. Waldron said we could ask him (Musso) to provide us with registrations for these vehicles. Artimovich commented if a previous Board gave him permission to park there, this Board should revoke that permission and move on from there. Bryan said he's been through all the information he could find relative to Musso since 1995 in the Planning Board and Selectmen's minutes and made a timeline which indicates that this meeting took place April 25, 2006 with Wayne Robinson, Bob Gilbert and Attorney Mike Chubrich. Menter said he's not sure if that's when he was there, but he met there to discuss a problem with the road washing out. The Board noted that was only 2 selectmen of a 5 member board and they couldn't make a decision without a majority vote. Byrne questioned why we can't just declare it a no parking zone all along there. Waldron added to make it a tow zone. Waldron said if we make it a no parking zone the police should then be allowed to run plates. Bryan said he would propose a joint meeting with the Planning Board and Town Attorney to discuss all the options and issues. Richard Murphy, resident and Emergency Management Director who was in attendance, recommended establishing a fire lane. He confirmed that emergency personnel would be allowed to park their vehicles there; it establishes a zone to keep apparatus unimpeded from response. The Board tabled discussion in order to stay on schedule for the evening.

Emergency Management Director Richard Murphy was in to present the Emergency Management budget. He has followed the direction of the Selectmen in keeping with a zero increase budget. He's budgeting salaries for \$2,300 although it is an unknown at this point. It depends how many people attend the trainings. FICA/Medicare is a percentage of salaries. Training will remain at \$1 to keep the line open. Meals & Services is an item that is a result of the drills. Books & publications are for trade magazines, etc. General Supplies: actual for this year is \$539 and Murphy is unsure what that was spent on. He kept the line at \$500. The \$4,000 for telephone/communication will be used to upgrade the phone system at the fire station. In addition, he hopes to purchase a laptop. The total budget remains the same as 2009 at \$7,226.

Murphy also indicated that he had an opportunity to meet with the deputies. They are planning to establish 2 additional lines for emergency management. He toured the department to see the equipment. There are 3 scheduled drills for 2010; 2 are exercises and 1 is a graded drill.

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Murphy is scheduled to meet with Cindy Richard during the week of the 19th to get a state briefing.

Zoning Board budget was presented by Kathy St. Hilaire. The ZBA doesn't have any expenses unless an application comes in.

Wages: \$800 This is an unknown unless an application is received.

FICA/Medicare: Dictated by wages - \$61

Advertising/Notices: Probably could have reduced it by more but did reduce it by \$100 to \$500. This is reimbursed by the applicant.

Postage: Certified mailings that are reimbursed by the applicant.

Total Budget: Lowered from \$1,661 to \$1,561.

Planning Board budget was presented by Bruce Stevens.

Wages-Secretary: \$37,071 includes 1.7% COLA

Insurances: Unknown at this point so entered same as '09.

FICA/Medicare: % of salaries

NH Retirement: 9.16% of salaries

Professional Training: \$50 same as last year

Engineering Reviews: Level funded at \$1,000

Legal: Also level funded at \$1,000

Circuit Rider: \$16,200 RPC rate is the same as last year.

Circuit Rider/Long Range: \$3,000 – same as last year. This will go towards putting together an Open Space chapter of the Master Plan. We will get matching funds from the RPC.

Printing: \$600 which is a \$200 reduction from '09 since the Zoning Book is available on line.

Ads/Notices: \$500 is 50% reduction from current year.

Registry: \$30

RPC Dues: Based on town's population so slight increase to \$3,872

Miscellaneous: \$50 – Reduced 50% based on average use over the past 3 years

Postage: \$1 - to keep line open. Included in general operating budget.

Office Supplies: \$100 which represents a 30% reduction based on average from past 3 years.

Equipment: \$1 to keep line open.

Total Budget: \$81,422 – A \$576 decrease from 2009

Conservation Commission budget was presented by Chair Rob Wofchuck.

Wages-Secretary: One of the committee members volunteers to take minutes so no expenditures shown YTD. Requesting to keep \$600 in budget in case they lose a volunteer and have to pay a secretary.

FICA/Medicare: Percent of wages

Professional Training: \$140 for the annual workshop through the state

Audit Expenses: For SE Land Trust to assist with easement monitoring, etc. They had funds encumbered from '08 to use in '09 so they didn't have to budget too much in '09; but that won't be available for next year so they need to budget \$2,500

Advertising/Notices: Request level funding at \$750

Dues: \$400 for NH Assoc. of Conservation Commissions and ERLAC

Postage: \$1 to keep line open

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Office Supplies: \$600 was budgeted for '09 for camera and GPS. Requesting \$200 for next year for miscellaneous items.

Annual Appropriation: To replenish \$75,000 per Selectmen agreement. Julie will confirm what the balance is in their account and what is needed to replenish it. It looks like it will be approximately \$1,630.

Programs: This is a new line item. They would like to budget \$500 for an outreach program such as a "Clean Up the Exeter River Day" or "Clean Up in Front of House".

Total Budget with estimated \$1,630 annual appropriation: \$6,771 which is a \$4,770 decrease from 2009.

Julie presented the following budgets:

Executive Office

Selectmen: Does not include 1.7% COLA. Rounding off, however, ends up with this line \$10 more than '09.

FICA/Medicare: 7.65% of salaries

Recruitment Expenses: \$1 to keep line open

LOSAP: Left at \$6,000 but Fire Chief Lemoine usually provided this figure. It is the funding for the Fire Department's incentive program.

Advertising/Notices: Decreased by \$10 to stay within budget

Books & Publications: Level funded at \$50

Floral Tributes: \$400 level funding from '09

Total Budget: Equal to last year at \$22,114

Town Administrator

Salaries: In order to include the 1.7% COLA and stay within 2009 budget, hours of work had to be reduced as follows which results in a budgeted amount of \$49,850 which is a .23% increase over '09:

Reduced to 36 hours/wk during 5 of the 8 non-meeting weeks in summer

Taking 3 "furlough" days which will be used to volunteer as election clerk if needed.

Insurances: Unknown so included at level funding for now.

FICA/Medicare: 7.65% of salaries

NH Retirement: 9.16% of salaries

Professional Training: Reduced to \$240 to stay within budget

Consulting Fees: \$1 to keep line open

Books & Publications: \$1 to keep line open

Total Budget: \$66,449 which is \$8 under current year

Finance

Treasurer: Requested not to receive 1.7% COLA so is level funded at \$7,918

Wages-Bookkeeper/Clerk: \$23,380 including 1.7% COLA

Trust Fund Bookkeeper: \$1 to keep line open. Howard has not requested payment for this position but left \$1 in just in case.

FICA/Medicare: % of salaries

Audit Expense: \$13,500 based on actuals from past few years.

Total Budget: \$47,195 which is a .55% decrease from 2009.

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Assessing

Electric Utilities: \$4,000 for Skip Sansoucy to prepare a utility value update

Property Appraisals: \$18,000 for Jim Michaud to perform assessing and related support services.

Mathematical Update: \$83,000 = \$28,000 for final phase of data collection + approximately \$55,000 for statistical analysis for revaluation. This is required by the state.

Town Maps: \$4,500 level funded

Town Aerials: \$1 to keep line open

Total Budget: \$109,501 which is a 100.92% increase over 2009

The Board signed/discussed the following documents:

- A contract for Jim Michaud to finish the data collection for the remaining 800 properties.
- An abatement approval letter for 375 Middle Road as voted on at the 9/29 meeting.
- A letter from the O'Hurley family of 17 Dudley Road requesting permission to use the BCC for a carbo night for the JV Blue Soccer team. They would use the building for approximately 1 ½ hours from 4:45pm-6:15 pm on 1 of 3 possible dates in October and would clean up and remove trash. Waldron made a motion, seconded by Byrne, to allow this usage. All voted in favor.
- A letter from Planning Board Chair Bruce Stevens asking that the Selectmen determine the exact location of the closed portion of Rowell Road on the westerly end. Bruce Stevens reported that he and John April put a marker up in the vicinity of where they recall the iron pin and sign used to be located. The townspeople voted in 1978 on the exact location that the Class VI portion of that road is to begin. Waldron asked if it would be an issue that the highway department has plowed that road beyond the point of the marker for several years. Bruce responded that the fire department had asked that Robinson Street have an access way from Rowell Rd for emergency purposes and the road has been kept accessible by the highway department for emergency reasons. Bruce said the Town first voted in 1966 to close the road from "just past the last camp". He continued that he believes the "last camp" is the one just before Juniper Lane and that would be approximately where he and Mr. April have put the marker. Bryan questioned if the Board should hire a surveyor to investigate the exact location of the boundary of the "last camp" at the most easterly point. Bruce Stevens recommended a site walk. Artimovich made a motion to accept 3 bids for a surveyor to determine where Rowell Road should be closed from the 1966 and 1978 Town Meetings and place a pin at that point. Byrne amended it to a concrete bound. Bryan seconded the motion; all voted in favor of getting bids from surveyors to determine the location of the westerly end of the Class VI road and placing a concrete bound at that point.
- The Board discussed a request for information from NH Employment Security regarding an employee who recently resigned and is seeking to get unemployment compensation based on an allegation of harassment.
- The Town received a letter from Donahue, Tucker & Ciandella asking what we would like to have done with our files. Do we want them sent to us or do we want them to store them for 10 years and then destroy them? The Board agreed to have them brought here.

The Board continued discussion regarding Mr. Musso. The Board would like to look into the logistics of a fire lane and would like to have Town Counsel determine if the police department

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can investigate a zoning ordinance violation. The Selectmen agreed to have a joint meeting with the Planning Board and Town Counsel.

Byrne asked to discuss the easement deeds for the Crawley Falls Bridge. She questioned whether we should speak with Town Counsel about this when they are here. She has spoken with one of the abutters who has been hesitant to sign and they suggested that if they could get some help with the payment of their property taxes they may be willing to sign. Waldron said it is something to consider as a condemnation proceeding would cost us something, although this would only take care of 1 of the 4 abutters.

Wayne Robinson, Road Agent, arrived and the Board questioned the bill from Liberty International. He said he sent that truck up there because it is the newest truck and it is computerized so he didn't want Duane to do the work on it. Robinson said they found some loose bolts and couldn't tighten them so they had to cut them off and replace them. In addition they did a lube, oil and filter change; the "service" light was on. He said we don't have the technology to work on these computerized vehicles.

Bryan asked Robinson if we have a date to do the work on Pickpocket and Crawley Falls Roads. He responded that he knows it is on Bell & Flynn's agenda. Byrne commented that she's not crazy about hot top going down once we get a frost in the ground. Bryan recommends calling them. Bryan then asked for an update on the South Road Bridge. Robinson said they need to come down and finish their cement work and then it will be 2 to 3 weeks before they can do anything on it. The Selectmen said to forget the roadside mowing at this point as all the tall grass will be killed by a frost by the time they'd get to it.

Byrne said she spoke with Public Service regarding the Energy Audit. They should be out soon to take care of it.

At 8:20 p.m. a motion was made by Waldron and seconded by Artimovich to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens